

**eCASE Status
Registration Instructions
November 10, 2009**

I. Introduction

The Commission now offers direct access to the Claims database through our web site through eCASE status. The public reports will allow anyone to look at case status and schedules for Appeals. These public cases can be searched by WCC#, scheduling dates or current status.

In addition, registered users may access similar information on all cases to which they are a party. Implementation for user registration is scheduled to begin November 16, 2009.

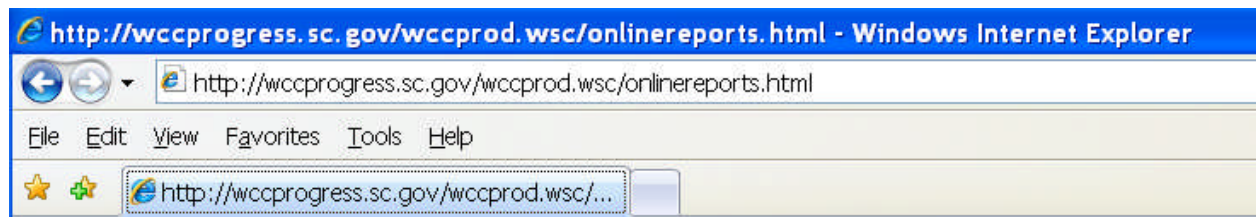
II. User Registration

The registration process will send an e-mail of confirmation to the party to whom you are connecting and will require a response from them before access is granted.

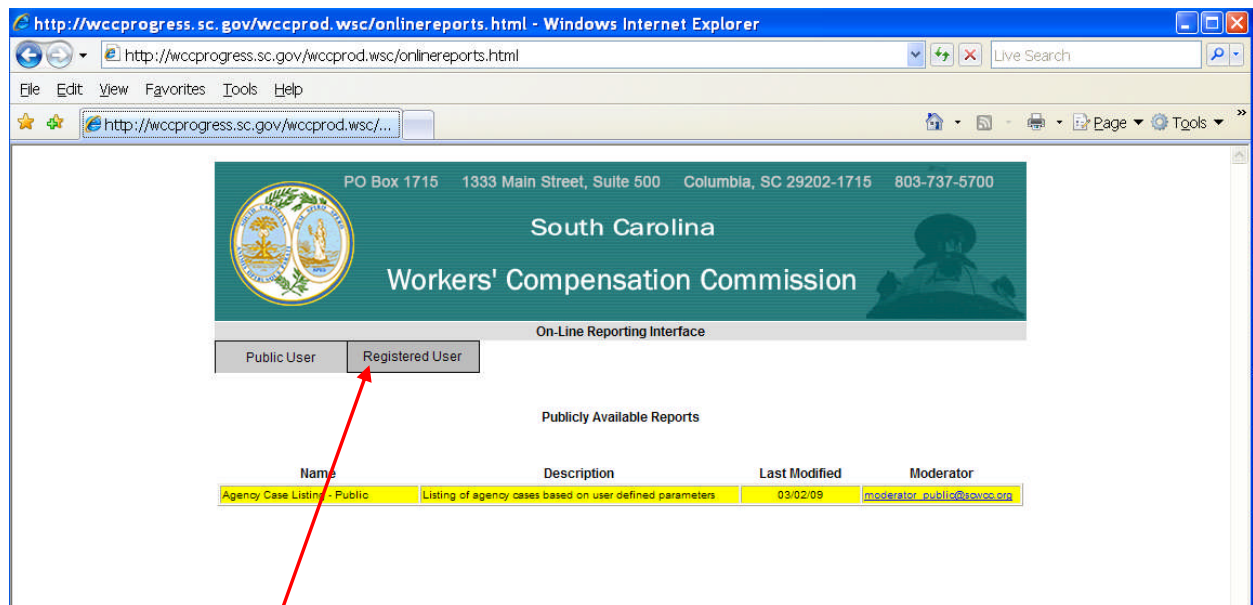
If you are an attorney or are on an attorney's staff you can register to be linked to one or more attorneys in your firm. Once approved, you can access status information on any case on which that attorney is an attorney of record.

If you are a claims representative you can register to be linked to the carrier you represent. Once approved, you can access status information on any case on which that carrier is a carrier of record. The following steps will walk you through the registration process.

1. Open the Internet browser.
2. After November 16, 2009, there will be a link to this service on the Commission's web site, www.wcc.sc.gov. Until that time, you can access the service as follows. On the address line, enter: <http://wccprogress.sc.gov/wccprod.wsc/online reports.html>.

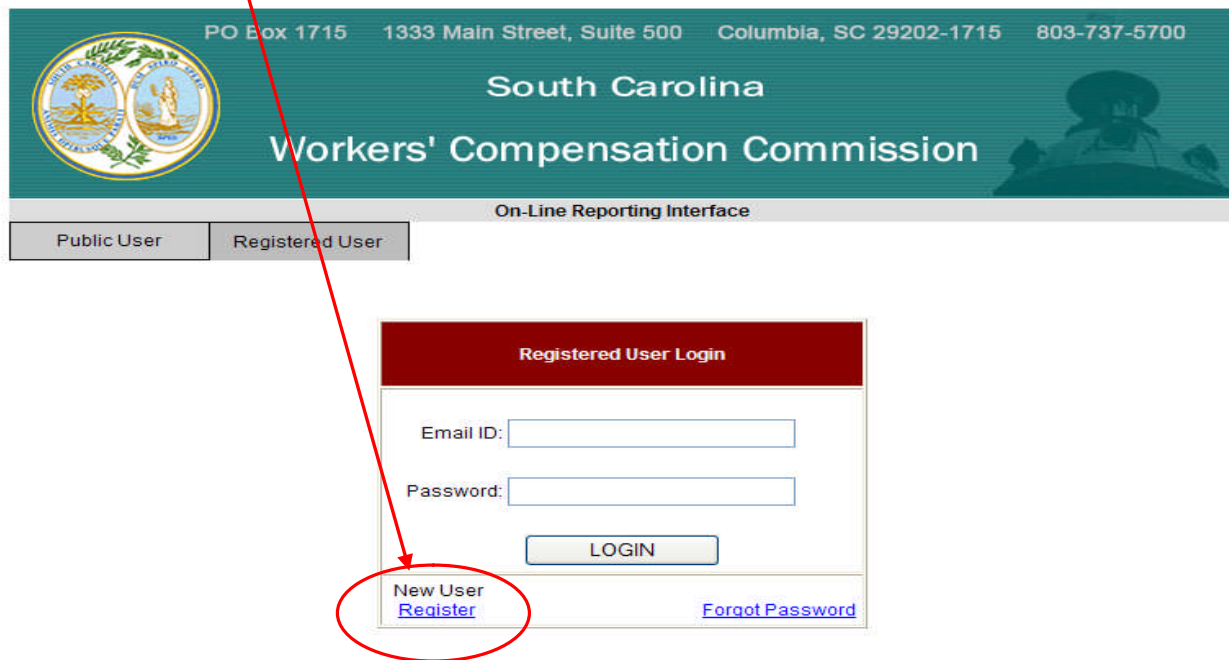


3. The following window will be displayed.



4. Select "Registered User".

5. Select "New User – Register".



6. On the following screen, you must enter your First Name, Last Name E-mail address, job title, Address1, City, State, Zipcode, Phone Number and your desired password. You must reenter the password to confirm it. The password will not display. Address2 and Fax Number are optional. Check the box to indicate whether you are registering in connection with a law firm or a claims administrator.

http://wccprogress.sc.gov/wccprod.wsc/RegForm.html

Request for Registered Status

First Name:

Email Address:
*This will be your username**

Address1:

City:

Phone:

Password:

I represent a: ☐ Law Firm
☐ Claims Administrator

Last Name:

Job Title:

Address2:

State: Zip:

Fax:

Re-enter Password:

Submit

Cancel

The Password that you select must be at least 6 characters. It may contain any combination of letters and numbers and is case sensitive. It will not be displayed so it must be entered twice to reduce typographical errors. If you forget your password, you will have to follow the “Forgot Password” process and a new temporary password will be e-mailed to you. Your password can not be retrieved by the Commission.

Information in the **RED BOXES** is **REQUIRED**.

If you are registering in connection with a Claims Administrator, SKIP to STEP 12.

7. If you are registering as or in connection with an attorney, the following screen will be displayed. When you first register, you will only be able to request to be linked to one attorney. After your registration and initial link are approved, you may request additional links to other attorneys. Enter part or all of the attorney's last name. You may enter part or all of the attorney's first name to narrow the search. If you do, we recommend that you only enter the first letter.

Then click on the "Search" button.

Link to An Attorney				
Firm	Attorney	BarID	Authorizing Email	Confirmed

8. You will get a list of attorneys matching your entry. Click on the name of the attorney for whom you are working, or your own name if you are the attorney.

Last Name:	First Name:	Firm Name:
CORBETT	KENNETH	
ATTORNEY AT LAW PO BOX 7618 MYRTLE BEACH SC 29577		
CORBETT	JAMES	
ATTORNEY AT LAW POST OFFICE BOX 11006 COLUMBIA SC 29211		
CORBETT	W	
ATTORNEY AT LAW POST OFFICE BOX 420 SUMMERTON SC 29148		
CORBIN	DARYL	
ATTORNEY AT LAW POST OFFICE BOX 447 FLORENCE SC 29503		

9. You will be returned to the previous screen. Enter the attorney's Bar Id Number and their e-mail address. If you are the attorney, enter your own e-mail address.

Click the "Add" button.

Link to An Attorney

Last Name: CORBETT

First Name: JAMES

BarID:

Authorizing Email:

Firm	Attorney	BarID	Authorizing Email	Confirmed

10. An e-mail will be sent to the attorney at the e-mail address you entered. They must respond to that e-mail message by clicking on the “Reply” button in their e-mail program to give you permission to access their cases. When registering themselves, attorneys will not get that e-mail. We will confirm the attorney’s information with data on file with the Commission. Once approved, **you will get an e-mail confirming your approval** and the link will show “yes” in the Confirmed column.

Link to An Attorney

Last Name:

First Name:

BarID:

Authorizing Email:

Firm	Attorney	BarID	Authorizing Email	Confirmed
	CORBETT, JAMES J.	12345	aunderhill@wcc.sc.gov	no

11. The registration request process is now complete.

Remember, after you receive the e-mail confirming your link to the first attorney you may then log on and add links to additional attorneys, if needed. The same approval process will be followed for each attorney you request.

12. If you are registering in connection with a carrier, the following screen will be displayed. When you first register, you will only be able to request to be linked to one carrier or self-insurer. After your registration and initial link are approved, you may request additional links to other carriers or self-insurers. Enter part or all of the carrier name.

Then click on the “Search” button.

Link to A Carrier

Carrier Name:

Authorizing Email:

Carrier Name	Authorizing Email	Confirmed
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13. You will get a list of carriers matching your entry. Click on the name of the company for whom you are handling claims.

Carrier Name:

[Hartford Accident & Indemnity Co.](#)

SE Workers' Comp. Claim Center
PO Box 958459
Lake Mary FL 32746-8460

[Hartford Casualty Insurance Co.](#)

SE Workers' Comp. Claim Center
PO Box 958459
Lake Mary FL 32746-8460

[Hartford Fire Insurance Company](#)

SE Workers' Comp. Claim Center
PO Box 958459
Lake Mary FL 32746-8460

[Hartford Ins. Co. of the Midwest](#)

SE Workers' Comp. Claim Center
PO Box 958459
Lake Mary FL 32746-8460

13. You will be returned to the previous screen. Enter the e-mail address of the carrier's or self-insurer's manager who will be responsible for certifying your authority to access the claims information for this carrier.

Click the "Add" button.

The screenshot shows a web form titled "Link to A Carrier" in a dark red header. Below the header, there are two input fields: "Carrier Name:" with the text "Hartford" and "Authorizing Email:" which is empty. Below these fields are two buttons: "Search" and "Add". A red arrow points from the text "Click the 'Add' button." to the "Add" button. Another red arrow points from the text "Enter the e-mail address of the carrier's or self-insurer's manager..." to the "Authorizing Email" field. Below the buttons is a table with three columns: "Carrier Name", "Authorizing Email", and "Confirmed". The table is currently empty.

Carrier Name	Authorizing Email	Confirmed
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14. An e-mail will be sent to the carrier at the e-mail address you entered. They must respond to that e-mail message by clicking on the "Reply" button in their e-mail program to give you permission to access their cases. We will confirm the carrier's information with data on file with the Commission. Once approved, **you will get an e-mail confirming your approval** and the link will show "yes" in the Confirmed column.

Link to A Carrier		
Carrier Name: <input type="text"/>		
Authorizing Email: <input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Add"/>		
Carrier Name	Authorizing Email	Confirmed
Hartford Fire Insurance Company	manager@hartford.com	no

15. The registration request process is now complete.

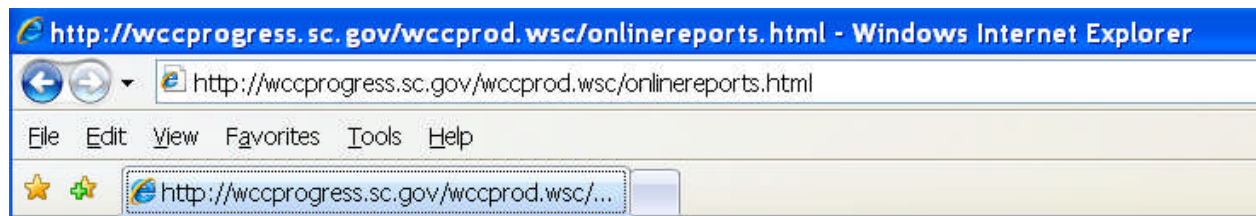
Remember, after you receive the e-mail confirming your link to the first carrier or self-insurer, you may then log on and add links to additional carriers or self-insurers, if needed. The same approval process will be followed for each carrier you request.

III. Registered User Login

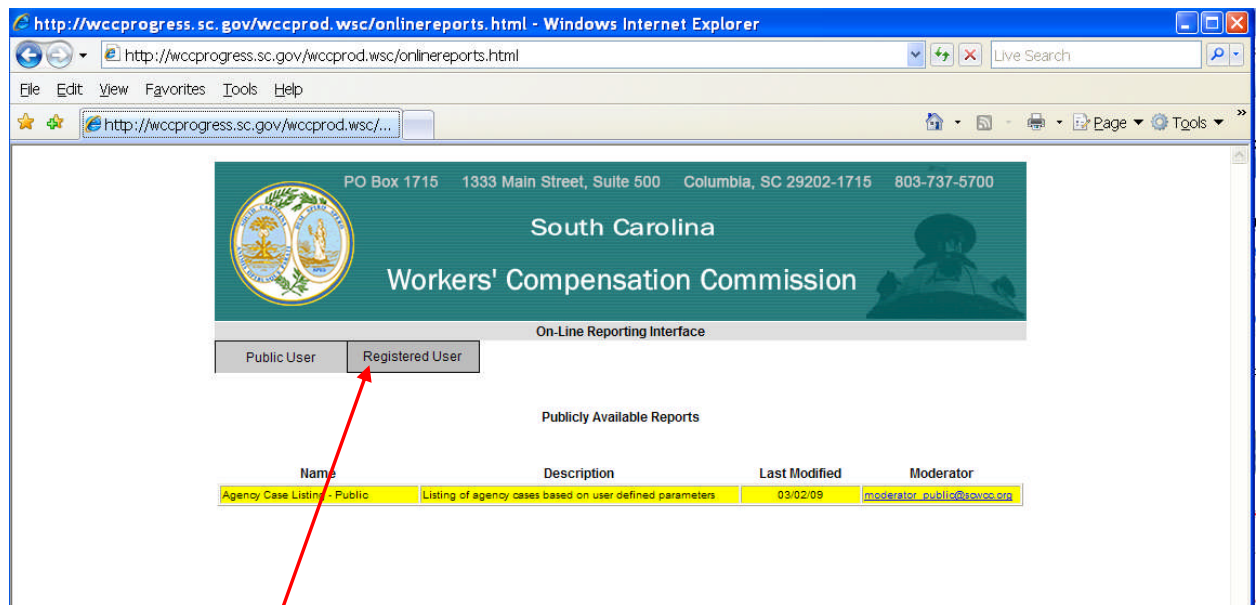
If you are only seeking information for cases on appeal, it is not necessary to log in. That information is public and available to anyone.

Steps 1-4 are the same as were used to register as a user originally.

1. Open the Internet browser.
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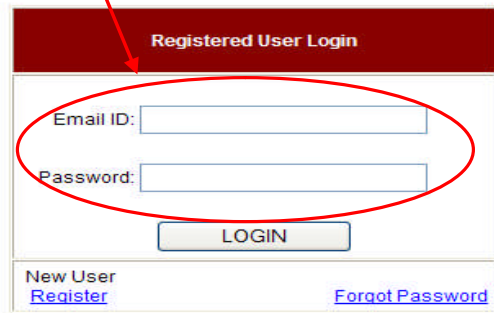


3. The following window will be displayed.



4. Select “Registered User”.

5. Enter your e-mail address and password.



The "Registered User Login" form. It has a red header with the text "Registered User Login". Below the header are two input fields: "Email ID:" and "Password:". Both fields are circled in red. Below the input fields is a "LOGIN" button. At the bottom of the form, there are links for "New User Register" and "Forgot Password".